



Office of Human Resources  
HVAC Mechanic Supervisor - CJ2540  
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### General Statement of Duties

Performs supervisory duties over HVAC Mechanics engaged in the operation, maintenance, construction, and repair of heating and ventilating, and air conditioning and refrigeration (HVAC) systems.

### Distinguishing Characteristics

This class is distinguished from the Operational Supervisor I class, which is a second level supervisory class, and is distinguished from the HVAC Mechanic, which does not have full supervisory responsibility and only performs lead work.

### Level of Supervision Exercised

Supervises two or more HVAC Mechanics and staff that do not supervise.

### Essential Duties

Supervises HVAC Mechanics involved in the operation, maintenance, construction and repair of heating and ventilating, and air conditioning and refrigeration (HVAC) systems.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Makes recommendations, accepts, rejects, or modifies contracted work contracts.

Responsible for the energy management systems that overlay HVAC equipment controls.

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher level managers and/or supervisors.

Maintains HVAC systems records for all maintenance, repairs, and/or installation work completed.

Coordinates projects with other trades areas.

Develops, recommends, and establishes equipment maintenance schedules.

By position, supervises snow removal crews.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of journey level HVAC experience which must have included experience with computer control systems.

### **Education & Experience Equivalency**

None

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Possession of Heating and Ventilating Journeyman, Refrigeration Journeyman or Stationary Engineer.

By position, requires certifications in stationary engineering, steam-fitting, and/or steam and hot water.

By position, requires possession of a Class "A" Supervisor Certificate in one of the HVAC trade specialties prior to completion of the probationary period to obtain permits for the agency or department.

By position, may require more than one certification.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas and low-level radiation

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust

Potential exposure to extreme temperature changes

Potential exposure to hazardous conditions where there is a danger to life, body, and/or health

Potential exposure to hazardous/toxic chemicals

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to hazards of steam and heat

Potential exposure to heat temperatures, hot enough to cause bodily discomfort

Potential exposure to hot and humid work environment

Potential exposure to humid conditions with high moisture content to cause bodily reactions

Potential exposure to odorous chemicals

Potential exposure to temperature changes: variations in temperature from hot too cold

Potential exposure to toxic chemicals.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Extreme cold conditions

Handles emergency or crisis situations

Noise sufficient to cause distraction or possible hearing loss

Personal Safety: aware of surroundings, people, and events

Pressure due to multiple calls and inquiries

Subject to burns and cuts

Subject to electrical and radiant energy hazards

Subject to hazards of flammable or explosive gases

Subject to injury from moving parts of equipment or vehicles

Subject to precarious or high locations

Subject to pressure for multiple calls, inquiries, and interruptions

Subject to varying and unpredictable situations

Subject to traffic, roadways, and pedestrians

Subject to vibrations and strain on the body to cause bodily harm if endured daily

Temperature Changes: variations in temperatures from hot too cold when works in field

Works in confined, uncomfortable or awkward locations

Works in precarious or high locations.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.  
Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Climbing/Balancing: climbing walls, fences and other obstacles and balancing.  
Climbing: ascending or descending objects usually with hands/feet.  
Color vision: ability to distinguish and identify different colors.  
Crawling: moving about on hands and knees or hands and feet.  
Crouching: bending body downward and forward by bending legs.  
Depth Perception: ability to judge distances and space relationships.  
Eye/Hand/Foot Coordination: performing work through the use of two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Feeling: perceiving attributes of objects by means of spoken word.  
Field of Vision: ability to adjust vision to bring objects into focus.  
Field of Vision: ability to see peripherally.  
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Handling: seizing, holding, grasping, or otherwise working with fingers.  
Hazards: conditions where there is danger to life, body and/or health.  
Hearing/Talking: hear and determine direction of sound.  
Hearing: perceiving the nature of sound by the ear.  
Kneeling: bending legs to come to rest on one or both knees.  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Mathematical reasoning:  
Memorization:  
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.  
Neck Flexion: moving neck upward/downward.  
Oral comprehension:  
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.  
Pulling: exerting force upon an object so that it is moving to the person.  
Pushing: exerting force upon an object so that it is moving away from the person.  
Reaching: extending the hand(s) and arms(s) in any direction.  
Repetitive motions: making frequent movements with a part of the body.  
Sitting: remaining in the normal seated position.  
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).  
Standing: remaining on one's feet in an upward position.  
Stooping: bending the body by bending the spine at the waist.  
Talking: expressing or exchanging ideas by means of spoken words.  
Vision Far Acuity: ability to see clearly at 20 feet or more.  
Vision Near Acuity: ability to see clearly at 20 inches or less.  
Vision: to observe animal behavior, read signs, and reading colors.  
Walking: moving about on foot on uneven surfaces.

Written Comprehension.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record  
Licenses/Certification

**Assessment Requirement**

Labor and Trades Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-810  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**